

[Date]

[Employee Name]

[Employee ID]

[Current Job Title]

Subject: Notice of Department Consolidation and Personnel Transfer

Dear [Employee Name],

Please be advised that [Company Name] has decided to consolidate the [Current Department Name] and the [Target Department Name] into one unified department. This restructuring is intended to improve operational efficiency and streamline our internal processes.

As a result of this consolidation, your position is being transferred to the newly formed/expanded [New or Target Department Name], effective [Effective Date].

Regarding your transfer, please note the following:

- **New Department:** [New Department Name]
- **Reporting Manager:** [Manager Name]
- **Job Title:** [Title remains the same / New Title]
- **Work Location:** [Location remains the same / New Location]

Your current compensation, benefits, and seniority status will remain unchanged by this transfer. Your core responsibilities will [remain the same / be updated as follows: List Changes].

We believe this consolidation will create new opportunities for collaboration. Your new manager will meet with you on [Date] to discuss the transition and answer any specific questions you may have.

Thank you for your continued dedication to the company during this transition.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge receipt of this transfer notification.

[Employee Signature]

[Date]